



**CAPITAL CONTRACTING OFFICE**  
 One Texas Center • 505 Barton Springs Road, Suite 1045 • Austin, TX 78704

**Contractor Performance Evaluation – Interim Progress Report**

Date:

**SECTION I. Project Information**

Project Name:

Solicitation Number:

CIP Number:

Contract Number:

CT/MA Number:

DO Number:

**SECTION II. Contractor's Information**

Company's Full Legal Name:	Company's Phone Number:	General Contractor (GC) Name:
GC Representative's Name:	GC Representative's Phone Number:	GC Representative's Email Address:

**SECTION III. Evaluation**

<b>EVALUATION CRITERIA</b>			
<ul style="list-style-type: none"> <li>- Needs Improvement (1 Point) = Does not meet contractual, technical, or professional requirements.</li> <li>- Successful Performance (2.5 Points) = Meets contractual requirements.</li> <li>- Exceptional Performance (3 Points) = Exceeds contract requirements to the City's benefit.</li> </ul> Detailed Performance Evaluation Guidelines can be found at: <a href="http://austintexas.gov/sites/default/files/files/Performance_Evaluation_Scoring_Guidelines_-_CONTRACTOR.pdf">http://austintexas.gov/sites/default/files/files/Performance_Evaluation_Scoring_Guidelines_-_CONTRACTOR.pdf</a>	1 pt.	2 pt.	3 pt.
<b>1. Quality</b> - The Contractor performed and completed work in accordance with the contract and project manual. The Contractor proactively checked to ensure Contractor's and subcontractor's Work met plans and specifications. The Contractor took responsibility for ensuring the quality of Work of the subcontractors, and adequately coordinated the different trades' Work. Contractor promptly corrected defective work.			
Comments:			
<b>2. Schedule</b> - Contractor established baseline schedule and completed the project within established timeframes, including any City approved schedule changes.			
Comments:			
<b>3. Wage Compliance and Required Job Postings</b> - The Contractor met contractual and regulatory requirements associated with Wage compliance and required job postings.			
Comments:			
<b>4. MBE/WBE/DBE Procurement Program(s)</b> - The Contractor complied with approved MBE/WBE/DBE compliance goals, Request for Changes, and MBE/WBE close-out requirements (SMBR rating).			
Comments:			
<b>5. Invoicing and Payments</b> - Invoices were accurate and complete, inclusive of all required attachments and backup data, and submitted on a timely basis reflective of the contract requirements. Monthly reports and pay requests were of expected quality and submitted on time. Subcontractors were paid timely.			
Comments:			
<b>6. Regulatory Compliance and Permitting</b> - Contractor met all applicable regulatory and permitting requirements associated with the contract.			
Comments:			

For questions concerning the Contractor Performance Evaluation Program, please call (512) 974-6502, or you may send an email to [Sonya.Powell@austintexas.gov](mailto:Sonya.Powell@austintexas.gov)



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EVALUATION CRITERIA	1 pt.	2 pt.	3 pt.
<b>7. Safety and Protection</b> - Contractor initiated, maintained, and supervised all safety precautions and complied with OSHA and any safety-related programs in connection with the work performed.			
Comments:			
<b>8. Construction Training Program</b> - Contractor submitted an approved Construction Training Plan prior to project mobilization and met all requirements of the program.			
Comments:			
<b>9. Project and Contract Management</b> - The Contractor supervised, inspected, and directed the Work competently and efficiently, applying skills and expertise as necessary to perform the Work in accordance with the Contract. The Contractor maintained adequate resources to meet the demands of the contract and was always available for the required tasks.			
Comments:			
<b>10. Communications, Cooperation, and Business Relations</b> - Contractor provided effective verbal and written communications to City staff, Consultant, subconsultants, and project stakeholders.			
Comments:			
<b>Overall Comments</b>			

**SECTION IV. Acknowledgement**

GENERAL CONTRACTOR'S REPRESENTATIVE		CITY OF AUSTIN PROJECT MANAGER	
Full Name:		Full Name:	
Signature:	Date:	Signature:	Date:
Remarks:		Remarks:	

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